



Terms of Reference for SENDAC

Purpose

SENDAC aims to be a voice to inform service providers of the needs of disabled children and their families.

It will facilitate two-way communication between parent carers and services used by disabled children, young people and their families in Cumbria. The forum will work to provide feedback on services, offer constructive challenge to current services and input into decision making and planning for future service provision.

SENDAC believes that by working co-operatively with local service providers parents can contribute to improvements in the services delivered for disabled children.

- Through regular communication with parent/carers', ensuring they can decide whether to be involved in a piece of work/consultation.
- Ensuring a diverse forum membership and representation of diverse views from disabled children and parent/carers from all backgrounds and sectors of the community.
- Promoting a reputation and image of SENDAC which reflects its aims and values.

SENDAC terms of reference

Membership

SENDAC's membership will be made up of residents of Cumbria who are parents/carers of a child with a disability, aged 0 to 25.

Meetings

SENDAC meetings will be held at least every term.

Any parent/carer of a disabled child living in the Cumbria can put an item on the agenda by contacting the steering committee at hello@sendac.org

Service providers will be invited to attend SENDAC meetings as appropriate.

Information should be provided in a range of ways and formats to support the engagement of a wide number of parents and carers.

Words and terminology used in documents that are circulated at meetings, presentations and discussion should be free of jargon and abbreviations so that no one is excluded from participating.

Members may be nominated to sit on working groups set up by service providers. Members sitting on such working groups will feedback information to the main SENDAC meetings. All members taking on a 'representative' role will sign a Parental Representation Agreement Form. (See Volunteer form)

Parent rep's names and details of areas of expertise they represent will be publicised so parents know who is representing them.

SENDAC steering committee terms of reference

The business of SENDAC will be managed by the steering committee.

Membership

Ideally the members shall number no more than 12 and no less than 8.

After one year, members will stand for election annually.

2 co-chairs, a vice chair secretary and treasurer will be elected from SENDAC steering committee's membership.

A member can resign from SENDAC steering committee at any time, by putting this in writing to the chair.

A member who has not attended three meetings consecutively without giving apologies will be asked to stand down.

All members of SENDAC steering committee will agree to and sign these Terms of Reference.

Meetings and feedback

SENDAC steering committee will meet on a regular basis – at least every six weeks. This can be changed if there is a need to meet more often.

Venues and meeting times will be arranged for the convenience of parent carers. Meetings will be during term time.

There should be a quorum of no less than 1/3 of members present for a decision to be made.

The steering committee recognises that there will be differences of opinion and priority between members. Decisions will be made by consensus where possible, or where not possible, by majority.

Members will be entitled to claim reasonable expenses for travel and childcare incurred to attend particular meetings.

Information to be presented at the meeting must be circulated in good time prior to the meeting in order that members have timely access to information.

SENDAC will provide feedback to its membership through regular newsletters. This will include outcomes from consultations and participation work undertaken, and the effect on future service provision.

Terms of reference will be reviewed once a year – at AGM 2022

Date: 25/08/2021

Signed:

